



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	37	B	7.507

Under general direction, Equal Employment Opportunity Officer assists in the development, implementation and evaluation of statewide equal opportunity and affirmative action programs. Responsibilities include the collection and evaluation of EEO reports, AA plans and production of analytical reports with recommendations to the EEO Director and/or agency Director.

Develop and present training programs in the areas of equal opportunity and affirmative action.

Develop and implement statewide EEO/AA programs, including plans of action, and prepares progress reports; aid departments in their overall development of goals and objectives; and monitor progress and prepare reports for the EEO Director and department directors.

The EEO Officer prepare special reports to federal agencies such as the Federal Highway Administration. Provide reports to the Personnel Department, and monitor special EEO counseling programs.

The EEO Officer investigate complaints and makes recommendations for resolution; maintain liaison with various community groups; and establish liaisons with various enforcement agencies.

Conduct outreach recruitment by developing a system that provides the capabilities to reach and attract job candidates from female, handicapped and ethnic groups.

Perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university in public administration, personnel administration, business, psychology or related area and three years of experience in AA planning, EEO compliance monitoring and reporting; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: EEO laws and knowledge; AA policies, programs and plans; employment selection criteria and qualifications to evaluate artificial barriers to employment; effective communication skills. **Skill in:** analyzing statistical data and preparing and presenting reports on employment of protected group members; identifying problems and offering practical solutions; conducting ADA, EEO and AA training programs; developing comprehensive AA programs for all state agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: state personnel rules and regulations that impact EEO/AA; principles and practices of public personnel management including recruitment, examination, selection, and classification; state policies and procedures related to EEO/AA and personnel; state departments, divisions and sections and their respective objectives

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.507

ESTABLISHED: 11/13/87
REVISED: 07/01/93P
9/24/92PC